

## Job Description and Person Specification Cleaner

Role and Context	
Job Title	Cleaner
Salary Grade	Scale B
Job Type	Part Time [27.5] hours per week
Reports to	Facilities Manager
Effective Date	01/06/2021
Team	Facilities
Job Purpose	To clean a designated area of the Trust's academies to the standard laid down by the Trust.
Other Information	This is a Trust based role and will require post holders to move between Trust sites.
Principal Accountabilities	
<ol style="list-style-type: none"> <li>1. To clean a designated area of the Trust's academies to the standard laid down by the Trust.</li> <li>2. To replenish sanitary materials (toilet paper, paper towels and soap).</li> <li>3. To periodically clean the store rooms in the designated areas.</li> <li>4. To ensure the cleaning equipment is kept in a clean and working order.</li> <li>5. It should be noted that occasionally there may be a need to change the designated area to cover for sickness or absenteeism. This may include movement across the different Trust academies as and when required.</li> <li>6. To be fully aware of and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work Act 1974.</li> <li>7. To be fully aware and to comply with the instructions under the Control of Substances Hazardous to Health (C.O.S.H.H.).</li> <li>8. To report any problems to the Facilities Manager.</li> <li>9. To perform such other duties of a like nature as required by the Facilities Manager.</li> </ol>	

Person Specification		
	Essential	Desirable
<b>Qualifications</b>	None	
<b>Experience</b>	None	<ul style="list-style-type: none"> <li>• Previous cleaning experience</li> <li>• Experience of working unsupervised</li> <li>• Experience of working in a school setting</li> </ul>
<b>Skills/Knowledge</b>	None	<ul style="list-style-type: none"> <li>• Knowledge of COSHH</li> </ul>
General Information		
<p>All work performed/duties undertaken must be carried out in accordance with the Trust's policies and procedures, within legislation, and with regard to the needs of our stakeholders and the community we serve.</p> <p>Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the role, as requested by management.</p> <p>This job description is subject to regular review.</p>		